



CARE AND SHARE FOOD BANK

2025 SITE MONITOR

Agency or Host Site Name: _____ Monitor Date: _____
 Contact Person Interviewed: _____ Role: _____

How often can neighbors receive food? _____ Agency delivers food to neighbors: Yes No
 Agency offers "Neighbors Choice": Yes No

Are there any materials neighbors are required to bring to access services? If so, please describe:

PEST CONTROL		
Do you conduct your own pest inspections?	Yes	No
Are the pest inspections documented?	Yes	No
NOT REQUIRED: Do you use a licensed third-party pest control provider?	Yes	No
Are these third-party pest inspections documented?	Yes	No
Is there any evidence of pest activity noted in documentation of pest inspections? <i>If "yes," can you please described corrective action(s) that was taken to address pest activity inside the facility:</i> _____ _____ _____ _____	Yes	No
Is there any current evidence of pest activity inside the facility? <i>If "yes," describe observations:</i> _____ _____ _____ _____	Yes	No

DRY STORAGE / SANITATION		
Is food storage area secured (locked or limited access)?	Yes	No
Are the ceilings, walls, and floors clean, in good condition, and free of debris? Please take photos of any areas of concern for documentation.	Yes	No
Is food stored in a clean and sanitary condition?	Yes	No
Does the organization maintain logs to document temperatures for all dry storage spaces?	Yes	No
Is there a cleaning schedule for regular cleaning activities	Yes	No

Is food stored at least 6 inches off the floor?	Yes	No
Is food stored away from walls to facilitate cleaning and inspection?	Yes	No
Is food stored in a temperature-controlled space (50° - 70° F)?	Yes	No
Is food stored separately from cleaning materials and chemicals?	Yes	No
Are all cleaning materials and toxic chemicals stored in a locked and ventilated area?	Yes	No
Are non-perishable foods stored away from the wall and facilitate cleaning and inspection?	Yes	No
Is food rotated to ensure first expired, first out (FEFO) product movement?	Yes	No
Do you have a process for checking expiration dates and ensuring disposal of food that has passed its acceptable code date of distribution?	Yes	No
Is all products properly labeled?	Yes	No
Are all canned products in acceptable condition (not swollen, leaking, or rusted)?	Yes	No
Is all baby food/formula within expiration dates?	Yes	No
Are any over-the-counter products within their expiration dates?	Yes	No
Are home canned products not accepted?	Yes	No
Comments:		

COLD STORAGE / SANITATION															
Temperature Readings (Fridge 35°F to 40°F, Freezer below 0°F)															
Unit	R/F	Unit	R/F												
Unit	R/F	Unit	R/F												
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Does each cold storage unit have a functioning thermometer?	N/A	Yes	No												
Are the thermometers calibrated regularly (at least annually)?	N/A	Yes	No												
Is thermometer calibration documented?	N/A	Yes	No												
Does the organization maintain logs to document temperatures for all cold storage units?	N/A	Yes	No												
Do all refrigerators hold temperatures between 35°F and 40°F?	N/A	Yes	No												
Do all freezers hold at a temperature at 0°F or below?	N/A	Yes	No												
Are all cold storage units in good repair (tight seals, no ice or dripping condensation)?	N/A	Yes	No												
Is food in cold storage units arranged to allow for air circulation around products?	N/A	Yes	No												
Is food stored to avoid cross-contamination (such as raw food below ready to eat foods)?	N/A	Yes	No												
Is food rotated to ensure first expired, first out (FEFO) product movement?	N/A	Yes	No												
Do you have a process for checking code dates (such as best by, sell by, and use by dates) and ensure disposal of food that has passed its acceptable code date of distribution?	N/A	Yes	No												
Transporting TCS Foods: Do you have active or passive temperature control when you pick-up from Care and Share? (Active = refrigerated vehicle. Passive = thermal blankets and/or coolers with ice packs)	N/A	Yes	No												
Comments:															

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FOOD SAFETY PRACTICES / FACILITIES			
Has at least one regular staff and/or volunteer onsite received the appropriate level of food safety training based on the activities? Name: <input type="checkbox"/> Food Safety Food Handling Certification – Food Pantries, Host Sites, etc. <input type="checkbox"/> Food Safety Manager Certification – Kitchen and Meal Sites	Yes	No	
Is the food safety training certificate current?	Yes	No	
Do volunteers receive training on food safety practices prior to sorting food from food drives and retail pick-up (if applicable)?	N/A	Yes	No
Do staff and volunteers practice good hygiene?	Yes	No	
If applicable, are disposable gloves available for use by staff/volunteers?	N/A	Yes	No
Is there a policy that staff/volunteers are not allowed to work when they have flu-like symptoms (fever, vomiting, diarrhea) and/or open wounds?	Yes	No	
NOT REQUIRED: Are restrooms clean and in good repair?	N/A	Yes	No
Is a sink provided and accessible for handwashing?	Yes	No	
NOT REQUIRED: Are emergency contact numbers (police, first, etc.) posted for staff, volunteers, and clients?	Yes	No	
NOT REQUIRED: Is there a first aid kit available for staff, volunteers, and clients?	Yes	No	
Any excess food that is shared with another Care and Share partner is properly documented using the online form?	Yes	No	
Comments:			

RETAIL FOOD RESCUE PROGRAM			
Who is assigned to pick up products at retail location? Comments:			
Have the staff and/or volunteers that pick-up retail product received food safety training?	N/A	Yes	No
Do you use scales to weigh product and document this in reports on MealConnect?	N/A	Yes	No
Do you use passive or active temperature control devices for transporting refrigerated and/or frozen items?	N/A	Yes	No

(Active = refrigerated vehicle. Passive = thermal blankets and/or coolers with ice packs)			
Do you ensure all vehicles used for transporting product are maintained and have clean food storage area?	N/A	Yes	No
At time of pick-up: Do you document sample temperatures of perishable items that require temperature control for safety (TCS)?	N/A	Yes	No
Upon arrival at Agency or Host Site: Do you document sample temperatures of perishable items that require temperature control for safety (TCS)?	N/A	Yes	No
Do you send timely reports of retail pick-up poundage to Care and Share through MealConnect?	N/A	Yes	No
Do you contact Care and Share about any problems/concerns with the retailer?	N/A	Yes	No
Are there any problems or concerns you are facing with any retailers you pick up from? Comments:	N/A	Yes	No
Comments:			

KITCHEN / MEAL DISTRIBUTION SITES			
Are you licensed by the local health department of a state regulatory department?	N/A	Yes	No
Does at least one staff member have the appropriate level of food safety training as required by Feeding America and state/local authorities? Name:	N/A	Yes	No
Does the organization have a current local health department inspection report? Date of Inspections:	N/A	Yes	No
Were there any violations found in the last health department inspection report? If "yes," describe below:	N/A	Yes	No
Were violations from the last health department inspection corrected? Describe whether "yes" or "no" answer.	N/A	Yes	No

TEFAP/EVERYDAY EATS DISTRIBUTION SITES			
Do you have the signed TEFAP Agreement and Policy Procedure Manual on file?	N/A	Yes	No
Are you using the most current version of Eligibility Application and Proxy Form.	N/A	Yes	No
Are you using Proxy Forms and are they filed to allow eligible homebound clients access to program?	N/A	Yes	No
Do satellite site(s) send all completed Eligibility Applications and Proxy Forms to main site monthly?	N/A	Yes	No
Has the organization conducted annual Civil Rights training within the last year?	N/A	Yes	No
Is the “Written Notice of Beneficiary Rights” visible in a neighbor-facing area in both English and Spanish?	N/A	Yes	No
Is the “And Justice for All” poster displayed in all intake and distribution areas?	N/A	Yes	No
Do you keep USDA products separate from other products?	N/A	Yes	No
Is the USDA food clearly labeled to distinguish them from donated or purchased items?	N/A	Yes	No
Are the distribution rates posted in English and Spanish for neighbors to access?	N/A	Yes	No
Do you have all TEFAP records for three (3) years plus the current year stored in a locked and secure place?	N/A	Yes	No
Are all USDA foods within their expiration dates?	N/A	Yes	No
During intake, do you ask neighbors if they are a Colorado resident?	N/A	Yes	No
Do you ask for proof of residency when accessing USDA foods?	N/A	Yes	No
Everyday Eats (CSFP) – Eligibility Applications and Recertifications are completed correctly and timely	N/A	Yes	No
Everyday Eats (CSFP) – Proper notices are sent to program participants (e.g. expired application, recertification). <ul style="list-style-type: none"> • 15-day notice after two consecutive months of no-show prior to Written Notice of Action. • 15-day notice prior to recertification. 	N/A	Yes	No
Do you have a process for distributing food prior to expiration and you report any food losses immediately to Care and Share?	N/A	Yes	No
Do you have a Limited English Proficiency Plan in place to support non-English neighbors?	N/A	Yes	No

COMPLIANCE WITH IRS CODE 170(E)(3) AND CARE AND SHARE AGREEMENT			
Do you ensure there are not any fees, donations, or memberships required to receive food?	N/A	Yes	No
Do you ensure there are not any religious observances/services/activities required to receive food?	N/A	Yes	No
Do you ensure there are not any volunteer services required to receive food?	N/A	Yes	No
Do staff and volunteers who are also in need of food assistance go through the same process as neighbors?	N/A	Yes	No
Do you ensure that any donated product received from Care and Share is not used for internal operations?	N/A	Yes	No
Do you comply with the Agency or Host Agreement that states donated products cannot be used for volunteers, fundraisers or any other type of events?	N/A	Yes	No
Comments:			

SUBDISTRIBUTION SITES			
Do you have the signed Sub-Distribution Agreement on file?	N/A	Yes	No

Are all sub-distribution products more than the normal distribution and need to be distributed to maintain quality, and/or be distributed while it is safe for human consumption?	N/A	Yes	No
Are all sub-distribution products shared only with Care and Share partners who are in good standing?	N/A	Yes	No
Is product only sub-distributed one time?	N/A	Yes	No
Is sub-distributed product tracked accurately by sub-distributing organization to facilitate trace and recall procedures?	N/A	Yes	No
Is product sub-distributed without charge to the sub-distributing organizations?	N/A	Yes	No
Comments:			

SERVICE INSIGHTS ON MEALCONNECT SITES (SIMC)			
Do you have SIMC User Data Confidentiality Agreement Signature page one file?	N/A	Yes	No
Is the "Know Your Rights" Poster posted in the intake area in English and Spanish?	N/A	Yes	No
Do you have procedures in place to ensure confidentiality and data security?	N/A	Yes	No
TEFAP – Do you make the Eligibility Application available for neighbors to review?	N/A	Yes	No
TEFAP – Do you have a process in place for neighbors to complete the paper Eligibility Application instead of SIMC?	N/A	Yes	No
Comments:			

Summary and Recommendations

_____ **COMPLETE** - Comments: _____

_____ **IN-PROGRESS** - Comments: _____

Care and Share will provide: _____

Site Representative Signature: _____ **Date:** _____

Care and Share Representative Signature: _____ **Date:** _____